



**YOUTH COMMUNITY CORRECTIONS BUREAU
GREAT FALLS YOUTH TRANSITION CENTERS
STANDARD OPERATING PROCEDURES**

Procedure No.: YTC 20-3	Subject: YOUTH FUND ACCOUNTS
Chapter: FISCAL MANAGEMENT	Page 1 of 2
Applicable ACA Standards: 3-JCRF-1B-02, 3-JCRF-1B-17	Revision Date:
Signature: /s/ <i>Kenneth McGuire</i>	Effective Date: 01/01/10
Signature: /s/ <i>Steve Gibson</i>	

I. CENTERS DIRECTIVE:

Resident fund accounts shall be established to discourage theft and the inappropriate use of cash that could present control problems as well as to teach the resident about earnings and savings. Accounts will be controlled and maintained in accordance with accepted accounting procedures.

II. DEFINITIONS:

None

III. PROCEDURE:

A. Resident Fund Accounts

1. Collection

- a. All monies in the possession of a resident at the time of admission shall be counted by the admitting staff in front of the resident. All monies in excess of the current facility limit to have on one's person shall be placed in a resident cash envelope, initialed, and signed by both the staff and the resident. If the overage is in excess of the current facility limit, excess monies will be placed in the facility resident account. If not a sufficient amount to open an account or a ledger is used for savings accounts, the excess money shall be filed on a resident fund account sheet and the money placed in a safe until a general facility deposit may be made.
- b. All money received, either through the mail or at the time of a visit, shall be similarly taken (the overage allowed on the resident's person) and accounted for by the above process, with a receipt given to the depositor for all cash amounts. Employment checks shall be endorsed by the resident to the facility for the resident fund account.
- c. When a youth is paid by their employer using a debit card, those funds will be withdrawn and placed into the Youth Transition Center Resident's Account.
- d. Any monies received at the bank must be verified with a receipt and the teller as to the amount.

2. Securing funds

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Resident funds shall be given to and maintained by the designated business staff. These funds will be held in a secure area. The facility director shall limit the amount of funds kept in the resident's checking account at \$3,000. Any amount over this limit shall be placed in interest-bearing accounts. These funds will be deposited in the bank.

3. Transactions and purchases

All resident fund account transactions must have the approval of the assigned supervisor and shall be entered on the fund's account.

4. Closing accounts

Resident fund accounts: When a resident is released from the facility, all money, minus authorized expenditures, shall be distributed as directed by the youth's parole officer and/or legal guardian. The resident shall sign a receipt for the funds received, and the resident's fund records will be placed in his or her permanent case record file.

IV. CLOSING:

Questions concerning this procedure shall be addressed to the Youth Transition Centers Director.

V. REFERENCES:

None

VI. ATTACHMENTS:

None